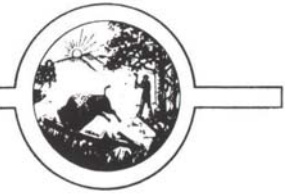


# Indiana Department of Education



Division of School Traffic Safety and Emergency Planning  
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Telephone: 317/232-0890 - Facsimile: 317/233-0858  
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## **Division of School Traffic Safety and Emergency Planning Policy for School Bus Driver Certification**

Updated June 2007

The 1977 Indiana General Assembly enacted Public Law 123 mandating the training and certification of school bus drivers. In conjunction with the Indiana State School Bus Committee the following policy statement is used by the Division of School Traffic Safety and Emergency Planning to implement the training and certification requirements of the statute.

### **Training Requirements**

The current requirements consist of preservice classroom instruction, on-bus observation, and behind-the-wheel operation of a school bus. The observation and behind-the-wheel segments are performed under the supervision of an Indiana certified school bus driver and are completed in cooperation with the employer. The observation and behind-the-wheel segments are documented to the division on the attached form.\* By statute, the training provided by the Department of Education may not exceed forty (40) hours. However, each employer is encouraged to supplement these requirements with local policy philosophies and procedures.

The training requirements may be completed in any sequence. However, when a trainee is performing any school bus driving function they must possess a Certificate of Enrollment and an appropriate driver's license.

Preservice classes are conducted throughout Indiana and scheduled by the Division of School Traffic Safety and Emergency Planning. The schedule is available at [www.doe.state.in.us/safety](http://www.doe.state.in.us/safety).

\*The form is available from the Division of School Traffic Safety and Emergency Planning or [www.doe.state.in.us/safety](http://www.doe.state.in.us/safety).

### **Certificate of Enrollment**



## **Purpose**

The certificate of enrollment, commonly called a 'blue card', is a temporary training card authorizing the school bus driver to transport passengers while completing the certification process. Statute requires the certificate to be valid and in the driver's possession when transporting passengers. A driver trainer is considered a passenger and the trainee must possess a valid certificate of enrollment to operate the school bus. The certificate is used in conjunction with a commercial driver's license or public passenger chauffeur license.

## **Obtaining a Certificate of Enrollment**

The certificate is issued by the Division of School Traffic Safety and Emergency Planning in two ways:

- (a) at the employer's request, prior to the trainee attending a preservice class; or
- (b) issued to the trainee at a preservice training class.

A certificate requested by the employer must include:

- (a) the trainee's legal name as it appears on their driver's license;
- (b) the last four digits of the trainee's social security number; and
- (c) the employer's name, address, city, and zip code.

The request may be by mail, facsimile, or E-mail. Telephone requests cannot be accommodated.

## **Expiration and Renewal**

The certificate of enrollment is valid for 180 days from the date of issue.

The request for an extension must be in writing from the employer. The request may be by mail, facsimile, or E-mail.

The division reserves the right to limit the number of extensions.

## **Previously Certified Driver**

A previously certified school bus driver is eligible for one enrollment certificate. It is valid for 90 days from the date of issue. The request must be in writing from the employer. For reinstatement of the standard certificate refer to: Standard Certificate, Failure To Attend Annual Safety Meeting.



## **Standard Certificate**

### **Purpose**

The standard certificate, commonly called a 'yellow card', indicates completion of the training requirements, replaces the enrollment certificate, and also authorizes the driver to transport passengers. State statute requires the certificate to be valid and in the driver's possession when transporting passengers. It is used in conjunction with a commercial driver's license or public passenger chauffeur license.

### **Obtaining a Standard Certificate**

A driver must complete the preservice class and submit the on-bus observation and behind-the-wheel operation documentation within one year from the date of initial attendance at a preservice class.

The observation and behind-the-wheel operation requirements are four (4) and eight (8) hours respectively. The hours must be documented on the division's form, be supervised by an Indiana certified school bus driver, and signed by the employer's transportation or administration official. The form may be returned by mail, facsimile, or E-mail.

### **Expiration and Renewal**

Standard certificates expire on December 31 of each calendar year. A driver who attends a preservice class prior to June is required to attend the annual safety meeting. A driver who completes a preservice class after May will be issued a standard certificate valid through December 31 of the next year.

Every school bus driver, including a driver trainee with an enrollment certificate, is required by state statute to attend the annual safety meeting. Attendance at this meeting satisfies the in-service requirement of statute and when applicable re-news the driver's standard certificate for the next calendar year. The standard certificate for each driver is returned to the employer shown in the division's database.

A driver may renew the standard certificate for the following calendar year by completing the on-line annual safety meeting.

### **Failure to Attend Annual Safety Meeting**

Notwithstanding the penalty provided in I.C. 20-27-8-14, annual safety meeting; nonattendance; penalty, a person may re-instate the standard certificate by completing the on-line annual safety meeting program, providing the certificate has not been expired for more three consecutive years.



A driver is not allowed to attend the preservice class to re-instate the standard certificate.

A person who has failed to attend the annual safety meeting for three consecutive years is required to complete all training requirements for certification. Refer to: Training Requirements and Certificate of Enrollment.

There is no waiver available from the State School Bus Committee or the division.

### **Grandfathering**

Previous experience may be substituted in lieu of training requirements. To be eligible a person must have a minimum of 30 days school bus driving experience in Indiana for a public or non-public school accredited by the State Board of Education. The experience must be within the three years immediately preceding the effective date of the person's assignment as a school bus driver.

Direct inquiries to the Division of School Traffic Safety and Emergency Planning.

Persons with school bus driving experience in agencies, not-for-profit organizations, or out-of-state employers are not eligible.

### **Contacting the Division**

Mail: Indiana Department of Education  
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### **Indiana Code References**

I.C. 20-27-8-9	Annual Safety Meeting; Attendance Required
I.C. 20-27-8-10	Preservice School Bus Driving Safety Education Training Course
I.C. 20-27-8-11	Annual Safety Meeting; Time and Place
I.C. 20-27-8-12	Annual Safety Meeting; Responsibility To Conduct



I.C. 20-27-8-13	Annual Safety Meeting; Registration
I.C. 20-27-8-14	Annual Safety Meeting; Non-attendance; Penalty
I.C. 20-27-8-15	Training Certification
I.C. 20-27-9-11	Use Of School Buses; Day Care Centers; Developmentally and Physically Disabled Persons
I.C. 20-5-2-7	Policy Mandate for Criminal History Information of Non-Certified and Contracted Employees